

## **DETAILED DOCUMENT FOR COUNTRYWIDE CREATIVE WRITING**

### **Terms & Conditions**

1. Only original manuscripts/books, written in English language only will be accepted. Compiled, and edited books will not be considered.
2. Interested writers/authors should be at least 2<sup>nd</sup> Class Master Degree holder in the relevant subject. However, the manuscripts of M.Phil and PhD degree holders will be preferred.
3. The manuscript/books to be submitted to NBF must be thoroughly proofread and edited by some experts.
4. The authors must submit the manuscript/book in composed form and in book shape. No handwritten work will be accepted.
5. Every manuscript will be reviewed/evaluated/checked/scrutinized by a special committee consists of experts.
6. A proper agreement will be made with the authors of selected and approved books before publishing.
7. Authenticity Certificate from any renowned religious scholar/HOD of Islamic Department of any university of Pakistan approved by HEC if the manuscript/book is an Islamic/religious work. Moreover, Oath/undertaking on Khatm-e-Nabuwwat by the author is also required in this case.
8. The interested author/writer must have an error-free softcopy of the manuscript/book with him/her, which will be required if the work is approved.
9. Two copies of the manuscript/book will have to be submitted along with (i) a request letter, (ii) a brief synopsis of the book consisting of one para graph (both in Urdu and English languages), (iii) a detailed CV, (iv) a photocopy of CNIC, (v) two recent photographs and (vi) an undertaking about ownership of copyrights of the manuscript/work.

### **Terms of Reference (TORs) / Evaluation Criteria**

- a) The committee shall review/ evaluate/ check/ scrutinize each and every writing/ manuscript/ book placed in meetings of the following categories of fiction / non-fiction e.g. Art & Photography; Biographies & Memoires; Business & Money; Children's Books; Comics & Graphic Novels; Computer & Information Technology; books on cooking, Food; Crafts; Hobbies & Home, Engineering & Transportation; Health, Fitness & Dieting; History; Humour & Entertainment; Law, Literature & Fiction; Medical Books; Mystery, Thrilling & Suspense; Parenting & Relationships; Politics, Natural & Social Sciences; Reference Books, Religion & Spirituality; Science & Math; Science Fiction & Fantasy; Self-Help; Sports & Outdoor games; Youth; Travelogues etc. for publication by National Book Foundation.
- b) The committee will encourage more on the writings/manuscripts/books on history, culture, minerals, trade, norms & values, tourism, sports etc. of the areas of Baluchistan, Sindh, Khyber Pakhtunkhwa, Punjab, Gilgit-Baltistan and AJ&K of Pakistan. Furthermore, writings/manuscripts/books on sciences, career building, self-help, art, computer and information technology, health, children books,

reference books or any other category desired by the members will be given preference.

- c) The committee will not consider any writing / manuscript / book submitted which is vague, suspicious, prohibited, mala fide, sub judice, against any religion, sect, state, culture, social norms and values of any community area, and particularly against the ideology, the state, state's prime institutions and the constitution of Islamic Republic of Pakistan.
- d) The committee will observe the sale potential of every manuscript on the recommendations of the members of the committee related to Sales/Book Stock Sections of NBF as they are aware of market trends and make decisions accordingly. If the writing/manuscript/book is worth reading with low sale potential, the committee can propose its publication on the self-finance basis i.e. the production/direct cost of the manuscript/book (calculated by concerned section of NBF), on the number of copies to be printed, would be borne by the author, and the same amount may be reimbursed afterwards as per policy or the directions/approval of the MD, NBF if it deemed fit. However, the MD, NBF is empowered to publish any approved writing/manuscript/book on self-finance basis / royalty basis i.e. 10% on the discounted price/ lump sum basis / without any financial benefit to the author etc.
- e) The committee will give the suggestions/directions to the authors on the submitted writings/manuscripts/books to revise/edit the same as per direction of the committee. However, the revised version of the same may be submitted again in the next meeting for decision if the committee desires.
- f) The committee will see and check the issues of copyrights of the submitted writings/manuscripts and gives directions to resolve the same if required. However, if any copyrights issue arises before/during/after the publication of the book, the MD, NBF is authorized to review its publication or stop its subsequent printing/editions. It is necessary to mention here that undertaking/NOC regarding the copyright of the manuscript/book approved is obtained from the author before printing.
- g) The committee will decide how much quantity of an approved manuscript/book would be printed. However, as per practice of NBF and other publishing companies in Pakistan, the first edition / print of a book is being normally printed into 500 or 1000 copies with the approval of the competent authority.
- h) The committee is empowered to send any submitted manuscript/book to any subject expert/specialist/reviewer of the country for its detailed review / evaluation / scrutiny if required. If committee does not recommend the name of the expert, then it may be decided afterwards with the approval of the MD, NBF.

- i) After the review, the report along with the manuscript/book will be re-submitted in the next meeting for further decisions regarding that manuscript/book.
- j) The committee can defer any manuscript to next meeting due to certain reasons discussed in the meeting.
- k) The committee will make decisions about every writing/manuscript/book unanimously. If the decision in this respect is not taken unanimously by the members, then the chairman of the committee's decision will be final what so ever. Moreover, the decision of the Committee will be considered as final, which cannot be challenged in any forum.

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